

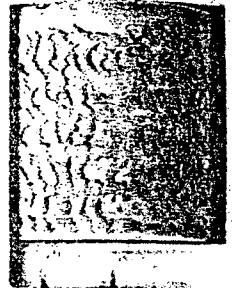
ROUTING AND TRANSMISSION SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>mfc</i>	21 APR 1981
2.		
3. D/Information Services		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DD/A REGISTRY
FILE: *Records*



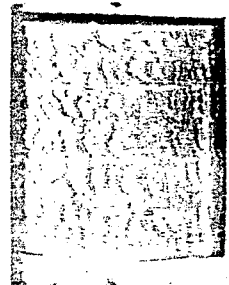
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5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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* GPO : 1980 O - 311-156 (17)



81-7073

DD/A Registry
81-0809

20 APR 1981

STAT MEMORANDUM FOR:
Executive Secretary

FROM : Deputy Director of Central Intelligence
SUBJECT : DCI Records Management
REFERENCE : DDCI Memorandum dtd 6 June 1980,
Subject: Review of O/DCI Records

This memorandum extends and continues the responsibilities and the authorities contained in referenced communication. In implementing these responsibilities, I will expect you to consult with me in those cases where there is a division of opinion which you are unable to resolve.

B. R. INMAN
Admiral, U.S. Navy

Distribution:
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1 - DDA
1 - GC
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ST

Executive Registry

80-4479

6 June 1980

MEMORANDUM FOR: B. C. Evans
Executive Secretary

FROM: Deputy Director of Central Intelligence

SUBJECT: Review of O/DCI Records

REFERENCE: A/DDCI memo, dtd 29 Jul 77, subject:
Implementation of Records Control
Schedules

1. As the senior official supervising the DCI Records Management
STAT Officer [redacted], you are authorized to conduct the review of O/DCI
records required by the reference. This review will include all records
maintained by the Office of the Director of Central Intelligence,
including former DCI, DDCI and Executive Director records.

2. The purpose of this review is to bring the records into conform-
ance with current records control schedules approved by the Archivist
of the United States. This includes: (1) designating records as permanent
or temporary in accordance with the schedules; (2) removing and destroying
duplicate documents, other non-record material, and expired temporary
records; and (3) documenting the files by listing them in automated
Agency inventory systems. Permanent records that are 20 or more years
old will be identified to the Classification Review Division, ISS/DDA,
for systematic classification review in accordance with Executive Order
STAT 12065 and [redacted]

3. The files under review will be processed in accordance with
CIA records destruction policy, most recently published in [redacted] ST
This policy specifies that the disposition of questionable records be
determined in coordination with the Agency Records Management Officer
and the Office of General Counsel where appropriate. Questionable
records include those that are identified on the OGC records retention
list or that otherwise may be related to legal requirements such as
FOIA/PA or to improper activities as defined under Executive Order 12036.

4. When required, cleared National Archives and Records Service
(NARS) personnel may be consulted concerning the retention of material
and any proposed amendments to records control schedules.

STAT



STAT

Attachment : OGC memo dated 4 June [redacted] Frank L. Carlucci

EXECUTIVE REGISTRY

FILE # R-104